

# Agenda Item Form

Agenda Date: 09/14/04

Districts Affected: All

Dept. Head/Contact Information: [Purchasing, Byron E. Johnson, (915) 541-4308]

## Type of Agenda Item:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Resolution                                      | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                      | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                    | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                           | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Provisional Appointment</u> |   |  |

## Funding Source:

- ☒ General Fund
- ☐ Grant (duration of funds: \_\_\_\_\_ Months)
- ☐ Other Source: \_\_\_\_\_

## Legal:

☐ Legal Review Required      Attorney Assigned (please scroll down): None      ☐ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

This position is vital to the operation of the Purchasing Department , currently there is no list and the position needs to be filled provisionally until someone can be hired on a permanent basis.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

## Statutory or Citizen Concerns:

None anticipated

## Departmental Concerns:

None anticipated

09-14-04

|                               |                         |            |   |                     |          |        |
|-------------------------------|-------------------------|------------|---|---------------------|----------|--------|
| ITEMS FOR CITY COUNCIL AGENDA |                         |            |   |                     |          |        |
|                               |                         |            | <b>14-Sep-04</b>                          |                     |          |        |
| TEMPORARIES:                  |                         |            |   |                     |          |        |
| REASON                        | POSITION                | DEPT.      | FUND SOURCE                               | ACCT. #             | Salary   | REQ #  |
|                               |                         |            |   |                     |          |        |
| PROVISIONALS:                 |                         |            |   |                     |          |        |
| NO LIST                       | Printing Supervisor (1) | Purchasing | Central Supply Adm-Copy<br>Ctr-Purchasing | 07070151-45204-0700 | 1,066.76 | 040828 |
|                               |                         |            |   |                     |          |        |